

**Application form**

September 2022 Intake

**Information for applicants**

1. CVs and covering letters should not be sent with this form. Any CVs and covering letters received will be ignored for the purposes of selection.
2. The completed typed form (not handwritten) should be sent by email to helen.varey@actons.co.uk, alternatively you can [upload it here](https://www.actons.co.uk/career/trainee-solicitors-2022/).
3. The deadline for submitting this form is 5 pm on Tuesday 31 March 2020. Forms received after this time may not be considered.
4. We will let you know by 24 April 2020 if you have progressed to stage two. Stage two is a written exercise which will require you to submit a written answer by 1 May 2020 to a paper that we will send to you if you reach stage two.
5. Stage three is an assessment day at our offices consisting of individual interviews, a short presentation on a topic provided on the day to the interview panel and other candidates and a networking lunch providing you with the opportunity to meet some of the firm’s directors. Stage three - the assessment day - will take place on Wednesday 20 May 2020 and we will let you know by 12 May 2020 whether you have been chosen to attend. There will be no alternative date for the assessment day, so please make sure that you are available to attend on this date.
6. We plan to recruit two Trainee Solicitors to start in September 2022. Any job offer made will be subject to you having as at 1 September 2022:
   1. obtained a degree with at least Upper Second Class honours,
   2. passed the Legal Practice Course,
   3. the right to live and work in the United Kingdom, and

to you not having as at 1 September 2022 any unspent criminal convictions nor having been made bankrupt.

1. Trainee Solicitor salaries as at September 2019 were £22,000 for first year trainees and £23,000 for second year trainees. They are likely to higher by September 2022.
2. Our Trainee Solicitors usually carry out a programme of training which sees them complete four seats, in up to 3 different areas of law. This is designed to ensure that each Trainee learns about the full range of work carried out by Actons as well as helping them understand how we aim to help our clients succeed by providing excellent legal services delivered through focusing on our core values of teamwork, client focus, innovation and integrity.

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| Have you previously been employed at Actons?  Yes  No  If yes, please give details.  Have you previously been interviewed for or applied for a position at Actons?  Yes  No  If yes, please specify when and for what position.    Where did you hear about the vacancy? | |
| **Personal Details** | |
| Title: Forename(s): Surname:  Home Address: | |
| Postcode: Best Contact Phone Number:  Alternative Number (if you have one):  We will usually write to you by email.  Email Address:  (to be used for any correspondence relating to this application. Do be sure to maintain this address or submit an alternative if and when the address comes to be changed) | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   National Insurance Number |

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| **Education, Qualifications & Training** | | |
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| **Subject** | **Year taken** | **Grade** |
| **GCSE** (please list all subjects and grades) |  |  |
| **A-Level** (please list all subjects and grades) |  |  |
| **Undergraduate degree**  Institution:  Degree title:  Subjects taken:  Any additional information regarding your undergraduate degree: | **End date:** | **Grade attained or expected to attain:** |

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| **Other Education**  Please list details of any other formal education or qualifications which may be relevant to your application.  **Law Society Examinations**  If you intend to take the CPE/PGDL, when and where do you intend to do so? If you have already completed the course state where, when the course completed and the grade(s) obtained. |
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| LPC: when and where do you intend to take the LPC? If you have already completed the course state where, when the course completed and the grade(s) obtained |

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| **The Trainee Solicitor Role** *(please keep your answers brief and relevant)*  Why do you want to be a solicitor and why do you want to train with Actons? |
| What qualities do you have which will make you a good trainee solicitor and how will those qualities benefit Actons?  What one achievement are you most proud of and why? |

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| **Employment**  List below any present and past employment, beginning with your most recent position. If none, please state so. | | | | | |
| Name & Address of Employer | From  Month/Year | To  Month/Year | Starting  Salary  £  per | Leaving  Salary  £  per | Name of Manager |
|  | Job Title | | | | |
|  | Describe the work you did | | | | |
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|  |
| Telephone: |
|  |
| Type of Business: | Reason for Leaving | | | | |
| Name & Address of Employer | From  Month/Year | To  Month/Year | Starting  Salary  £  per | Leaving  Salary  £  per | Name of Manager |
|  | Job Title | | | | |
|  | Describe the work you did | | | | |
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| Telephone: |
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| Type of Business: | Reason for Leaving | | | | |
| Name & Address of Employer | From  Month/Year | To  Month/Year | Starting  Salary  £  per | Leaving  Salary  £  per | Name of Manager |
|  | Job Title | | | | |
|  | Describe the work you did | | | | |
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| Type of Business: | Reason for Leaving | | | | |

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| **Experience** |
| Outline particular experience gained in previous positions, or in activities outside of school or college, that you feel show your aptitudes and skills for the position you are applying for. |
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| **Interests** |
| Give details of your interests, hobbies etc. |
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| **Terms of Submission** |
| By submitting this application in this form, I confirm that to the best of my knowledge and belief, the information given is correct and complete and that any incorrect information or misleading information or any omission made with the intention of misleading the firm could lead to the withdrawal of any offer of employment or my dismissal.  Signed Date  The information given on this form will be used for recruitment and selection purposes only. If Actons employs you all information will be transferred to our personnel records. By submitting this information you consent to Actons processing your information and to it being held in accordance with our data protection obligations.  If unsuccessful in this application and you do not wish us to retain your form on file to be considered for future vacancies will you please tick the box below. |

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| **Equal Opportunities**  Actons is committed to continuing to develop its Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly, irrespective of sex, age, marital status, disability, race, national or ethnic origin, religion, belief or sexual orientation. Although completion of this is not compulsory, we would be grateful if you could complete it.  ***This information is to be used only for internal monitoring purposes. Please note that this page will be detached for this purpose before the form is considered by those selecting candidates for interview.***  **Sex**  Male    Female | | | |
| **Ethnic Origin** (Please tick one box)  I would describe my Ethnic Origin as: |  | **Sexual Orientation**  (Please tick one box)  I would describe my sexual orientation as | |
| White | Indian | Heterosexual | |
| Black - Caribbean | Pakistani | Homosexual | |
| Black - African | Bangladeshi | Bi-sexual | |
| Black - Other (please specify) | Chinese  Other(please describe) | **Marital Status**  (Please tick one box) | |
|  |  | Single | |
|  |  | Married  Divorced  Widowed |  |
| **Religion or Belief** (Please specify)  I practice the following religion or belief :  **Disability** (Please tick)  Have you declared a health problem or disability, which is relevant to your job application ?    Yes  No |  | **Age** (Please tick one box)  I belong to the following age group: | |
| 20-25 66 and above | |
| 26-35 | |
| 36-45 | |
| 46-55  56-65 | |